

RETIREMENT EXECUTIVE SECRETARY

DEFINITION:

Under administrative direction, to serve as a confidential secretary to the Retirement Chief Executive Officer in the San Diego County Employees Retirement Association (SDCERA); and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Provides personal and confidential secretarial assistance to the Retirement Chief Executive Officer, with indirect support to a nine-member Retirement Board. Incumbent in this classification is also responsible for handling confidential retirement personnel and/or employment transactions.

EXAMPLES OF DUTIES:

Maintains and schedules Retirement Chief Executive Officer's appointment calendar; replies to a variety of correspondence; prepares and composes correspondence with or without instruction as directed; collects, compiles, and summarizes statistical and financial data; prepares forms, reports, letters, agendas, budgets, charts, tables, graphs, and other documentation; assembles materials for Board meetings; records and transcribes minutes of Board meetings; maintains Board's and Retirement Chief Executive Officer's attendance records; screens telephone calls and visitors; answers routine inquiries and provides information concerning the Retirement Association's services; receives requests for information from County personnel, vendors, financial institutions, and media and processes as directed; sorts, prioritizes and distributes mail; maintains administrative, personnel, and other confidential files and record keeping systems; performs confidential and personal secretarial services including arranging for travel for Retirement Chief Executive Officer and Board members; relieves Retirement Chief Executive Officer of routine administrative details; and may supervise other support staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- A wide variety of typing layouts and formats.
- Filing systems, including alphabetical, chronological, numerical subject area, and tickler.
- Record keeping and clerical monitoring process.
- Business English including spelling, punctuation, grammar, capitalization, and word usage.
- The operation of modern office equipment including personal computers, copiers, calculators, and dictaphone machines.
- Current office procedures.
- Principles and techniques of supervision.

Skills and Abilities to:

- Type with speed and accuracy.
- Compose correspondence and routine reports.
- Proofread and review work for accuracy, correctness, and completeness.

- Maintain confidentiality of sensitive information.
- Compile and summarize financial, statistical, and other data.
- Interact with all levels of County staff, representatives from outside agencies, and the public in a diplomatic manner.
- Read, understand, and explain to others policy and procedures.
- Monitor, prioritize, and route mail.
- Communicate effectively in oral and written form.
- Make arithmetic calculations.
- Plan, organize, and direct work assignments.
- Record and transcribe proceedings.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which would likely demonstrate the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. Four (4) years of full-time experience performing a wide range of personal and confidential administrative secretarial duties; OR,
2. One (1) year of full-time experience as an Administrative Secretary III in the County of San Diego.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Certification:

An original unaltered typing certificate (no photocopies) for at least 50 net words per minute with maximum of five (5) errors must be attached to the application and will be required before candidates will be scheduled to take the written test. The typing test must be for at least five minutes with gross word penalty for each error (in accordance with International Typing Contest Rules), and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).